

TRAFFIC PERMIT
for ROAD CLOSURES and TRAFFIC IMPEDANCE

Application Date: _____ Event Date(s): _____

Event Name: _____ Event Time: Start _____ Finish _____

Event Location: _____

Contact Person: _____ Contact Phone: _____ Fax: _____

Company: _____ Cell Phone _____ Email _____

Address: _____

Los Alamos County Business License# _____ NM License#/Type _____

A traffic permit is requested, in accordance with the Los Alamos County Code, for:

- Parades or Processions
- Moving Excessive Size And Weight
- Utility Work (Gas, Water, Sewer, Electrical, Phone, Cable, etc.)
- Block Parties or "Play" Streets
- Other: _____
- Racing (Foot, bicycle, vehicle, etc.)
- Movement Of Hazardous Materials
- Parking Lots (County Owned)

SUBMITTAL DEADLINES
 Annual Events: 30 days prior
 Other Events: 5 days prior
 Notice: The Traffic Division reserves the right to reject any permit that is not submitted prior to the deadlines or conflicts with other previously issued permits.

EVENT PURPOSE: _____

EVENT CONDITIONS: _____

Permit attachments shall include (if applicable):

- Traffic control plan
- Proof of liability insurance
- Press Release
- Notifications (Public, School Bus, CDD)
- Additional permits or information

 Applicant's Signature

 Date

For Official Use Only

Permit Expires: Date _____ Time _____

Traffic Control Plan Received: Yes No N/A

Public Notification Received: Newspaper Radio TV N/A Other _____

Proof Of Liability Insurance Received: Yes No N/A

Escort or Off-Duty Police Received: Yes No N/A

School Bus Transportation Notification Required: Yes No N/A

CDD Notification Required: Yes No N/A

County Public Information Officer Notification Required: Yes No N/A

Additional Conditions or Waivers: _____

cc: Fire (as needed) _____
 Police (as needed) _____
 Public Works (excavation only) _____

 Traffic Division Signature
 Phone: (505) 662-8113
 Fax: (505) 662-8415

 Date

Traffic Control Guidelines

- **Compliance:** All temporary traffic control shall comply with the following documents:
 1. *Manual on Uniform Traffic Control Devices, Current Edition*
 2. *NMSH&TD Standard Specifications for Highway & Bridge Construction, Current Edition*
 3. *ATSSA Quality Standards for Workzone Traffic Control Devices*
 4. *Los Alamos County Code*
- **Traffic Control Plan:** The Traffic Control Plan (TCP) shall be a detailed drawing that conforms to the *Manual on Uniform Traffic Control Devices (MUTCD)* and represents the area in which the work is to be performed. The TCP shall include the following items:
 1. A list of all devices that will be used to complete the workzone.
 2. Speed limits in all areas affected by the workzone.
 3. All distances and measurements specific to the workzone, i.e., taper lengths, spacing between devices, buffer zone, etc.
 4. Driveways, business entrances, sidewalks, crosswalks or any other public or private right-of-way that may be affected by this workzone.
 5. Name and contact phone number for the onsite Traffic Control Supervisor.
 6. All devices specific to nighttime operations.
- **Traffic Control Devices:** Prior to commencement of work or placement of devices on the roadway, all devices shall comply with the acceptable standards as set forth in the *ATSSA Quality Standards for Workzone Traffic Control Devices*. A copy of this standard is available in the Traffic Engineering Office for review prior to initial setup.
- **Traffic Control Supervisor:** A Traffic Control Supervisor will be designated and be available for callout 24 hours per day throughout the duration of the traffic permit. The Traffic Control Supervisor shall be certified in Workzone Traffic Control and will perform daily onsite inspections on the workzone. Inspection sheets are available at the Los Alamos County Traffic Engineering Office. These inspections should occur twice daily and once nightly if the traffic control devices will be in place during nighttime hours.
- **Inspection:** Los Alamos County Traffic Engineering staff will perform random daytime and nighttime inspections. Any deficiencies noted will be immediately brought to the attention of the Traffic Control Supervisor who will be expected to correct the problem(s) immediately and record the incident. The Traffic Control Supervisor will immediately report all accidents related to this workzone to the Los Alamos Police Department, County Project Manager, and Los Alamos County Traffic Engineering Staff. All incidents and accidents will be recorded in the Workzone Daily Inspection Log.

The Workzone Daily Inspection Log will be brought in to the Los Alamos County Traffic Engineering Office no later than 12:00 p.m. every Monday (excluding holidays) for inspection and review.

These are minimum guidelines that must be adhered to. It is the ultimate responsibility of the contractor and his/her employees to maintain a safe and proper workzone at all times.